

# Contractor and Skilled Trades Continuing Education

## Class A, B, C, D Licensed Contractors:

The designated qualified individual, **as declared on the City of Salina license**, for a Class A, B, C and D contractor is required to obtain six (6) hours of continuing education per year; 18 hours over a 3-year licensing cycle. **Three (3) hours per year, or 9 hours over a 3-year licensing cycle, must be code hours.** The content of the class must be related to a building code such as IBC, IRC, UMC, UPC, IFC, NEC, IPC, IMC and ADA Regulations.

Because the City of Salina licensing period is 3 years, we allow you the flexibility of obtaining your continuing education anytime over that 3 year cycle. City of Salina requirements or allowances do not apply to any other jurisdiction in which you may be licensed.

We encourage you to obtain hours *throughout* the licensing cycle in order to avoid the "last minute panic" of finding enough classes to provide the required hours before your license expires.

For those of you, who initially obtained your license as a ***provisionally licensed contractor***, please remember that if your license is not, or cannot be renewed, for any reason you must designate an individual, who can meet the requirements of a qualified individual, to take and pass the appropriate test in order for you to continue to be licensed.

If the declared qualified individual becomes disassociated with the business for any reason you must notify the City Clerk's office within 30 days and obtain a new qualified individual, who meets the code requirements.

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## Master/Journeyman Skilled Trades:

A master or journeyman licensed skilled-trades individual (Plumbing, Mechanical, Electrical trades) is required to obtain six (6) hours of continuing education per year; 18 hours over a 3-year licensing cycle. **Three (3) hours per year, or 9 hours over a 3-year licensing cycle, must be code hours.** The content of the class must be related to the code for which the individual is licensed. For example, a master electrician must obtain 3 hours per year (or 9 over a 3-year licensing cycle) of NEC code hours.

Because the City of Salina licensing period is 3 years, we allow you the flexibility of obtaining your continuing education anytime over that 3 year cycle. City of Salina requirements or allowances do not apply to any other jurisdiction in which you may be licensed.

We encourage you to obtain hours *throughout* the licensing cycle in order to avoid the "last minute panic" of finding enough classes to provide the required hours before your license expires.

## **General Information about Continuing Education Classes**

- All classes are subject to approval by the Building Official.
- Education credit is normally not approved for courses taken to prepare to take a test for the purposes of licensing.
- Business classes, including but not necessarily limited to tax preparation, book-keeping, workers compensation, personnel management training are not approved for continuing education credit.
- If you find a course that you are interested in taking and you would like to know if it qualifies for your required continuing education hours, please bring the flyer, registration form or any other detailed information about the course to the Building Official (or email us at [building.services@salina.org](mailto:building.services@salina.org)). The Building Official will review the information and let you know if it qualifies for continuing education hours.
- You must obtain a certificate or written statement indicating the date of the class, title of the class, class content in general, the company/individual/association who presented the class, number of classroom hours, your name as attendee, and the code version (if the class was for code credit). If you don't have documentation that meets these requirements, you will not be given credit for the class.
- It is your responsibility to maintain a file of all certificates and present them to the City Clerk at the time of license renewal.

City of Salina staff is committed to providing some continuing education classes every year. Notifications are sent via email. If you have not signed up to receive those emails (or if your email address has changed since you originally subscribed) please go to the city's website at [www.salina-ks.gov](http://www.salina-ks.gov), click on "Mailing Lists" and sign up for continuing education notices. We recommend that contractors also sign up for the Development Services Newsletter, Building Advisory Board agenda notices, and Code Amendment notices.

Additionally, we post information about classes being presented by other companies or individuals on our website and on the in-office bulletin board, Room 201.

## **Sources of Continuing Education**

These are suggested sources for you to use in finding continuing education classes. This list does not represent all possible sources.

**KPHCC / Kansas Plumbing, Heating, Cooling Contractors Association, Inc.**  
**[www.phccks.org](http://www.phccks.org)** 1632 S. West St., Suite 3, Wichita, KS 67213 – **316-943-7100**

**IAPMO / International Association of Plumbing and Mechanical Officials**  
**[www.iapmo.org](http://www.iapmo.org)**, or call **1-800-854-2766**

**ICC / International Code Council** [www.iccsafe.org](http://www.iccsafe.org) or call **1-800-423-6587**  
(you can also order code books IBC, IRC etc. from this site)

**Salina Chapter IAPMO** – presents local continuing education from time to time  
Call Mike Bachofer, **785-493-2323** or Robert Ochoa, **819-6682**

**Johnson County, Kansas** - Johnson County has developed a continuing education program;  
[www.jocogov.org](http://www.jocogov.org), from the home page, click on agencies/departments, click on contractor  
licensing, then education or call **913-715-2233**

**Colorado Chapter ICC** – offers a week long agenda of code classes “The Denver Tech Institute”  
– usually around the first week of March – [www.coloradochaptericc.org](http://www.coloradochaptericc.org) click on “Education”,  
then “Education Institute”.

**Salina Technical College** – Continuing Education is offered from time to time, and is usually in  
the evening. [www.salinatech.edu](http://www.salinatech.edu) or call **785-309-3100**. (best to call for information)

**Kansas Trane** sponsors and presents continuing education; [www.kansastrane.com](http://www.kansastrane.com), or call  
**316-265-9655**

**American Red Cross** - [www.northcentralkansas.redcross.org](http://www.northcentralkansas.redcross.org) or call **785-827-3644** – The  
Red Cross sponsors CPR or First-Aid courses (*Limit of 6 hours total in a 3 year licensing period for  
these types of classes*)

**Online continuing education** will be considered for continuing education credit, provided the  
Building Official has approved the on-line course. Some websites for you to consider:

1. [www.pacepdh.com](http://www.pacepdh.com)  
(click on Kansas/Salina link to view classes that are pre-approved by the Building Official)
2. <http://go.bluevolt.com/CoBrandTemplate/CourseCatalog.aspx>
3. [www.wooduniversity.org](http://www.wooduniversity.org)
4. [www.apawood.org](http://www.apawood.org)
5. [www.myelectricalceu.com](http://www.myelectricalceu.com)
6. [www.jade1.com](http://www.jade1.com)
7. [www.redvector.com](http://www.redvector.com)
8. <http://www.pack-ice.com/index.php>